

### Viewing your textbook ledger

After completing your inventory, the State will finalize it.

If there are charges or credits from the inventory, you can view them in the ledger.

To view the ledger, open **Back Office > Ledger**.

Each line is a separate charge or credit. Credits are displayed in parentheses.

To view a printable invoice, click



You can see the total due on the last line of both the ledger and the invoice.

#### Ledger for Roosevelt High School



Description	Date	Amount	School year	Notes
2009 State Inventory	3/18/2009	\$2,065.00	2009	Lost book charges for 2009
Flood Refund	3/18/2009	(\$1,785.00)	2009	For damages incurred in spring flood
		<b>Total</b>		<b>\$280.00</b>

#### INVOICE

State Textbook Office

3/18/2009 9:22 AM

**Textbook Manager**  
Roosevelt High School

Charge/Credit	Year	Amount
For damages incurred in spring flood	2009	(\$1,785.00)
Lost book charges for 2009	2009	\$2,065.00
<b>Total Due:</b>		<b>\$280.00</b>

**Note:** Please make sure the school name and BEDS code appear on the check or check apron.